Appendix 7: LRC Services and Facilities Guidelines for Students Returning to Campus

All LRC (Library and IT) users shall follow the guidelines set by LRC which include:

- **MUST MAINTAIN 1-metre physical distancing at all time** while in the library and IT clusters
- **MUST WEAR face mask over your nose and mouth** when interact face to face with the library and IT staff
- Fill up the [Library Space and Computing Facilities Booking Form](#) 1 day in advance to use the study space in the Library and PC at IT Clusters. Booking time are as follows:

<table>
<thead>
<tr>
<th>Area</th>
<th>Usage Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Study Space</td>
<td>2 hours only at any one time</td>
</tr>
<tr>
<td></td>
<td>Slot A: 9.00am – 11.00am</td>
</tr>
<tr>
<td></td>
<td>Slot B: 11.00am – 1.00pm</td>
</tr>
<tr>
<td></td>
<td>Slot C: 1.00pm – 3.00pm</td>
</tr>
<tr>
<td></td>
<td>Slot D: 3.00pm – 5.00pm</td>
</tr>
<tr>
<td>IT Cluster &amp; Library Computer Lounge</td>
<td>2 hours only at any one time</td>
</tr>
<tr>
<td></td>
<td>Slot A: 9.00am – 11.00am</td>
</tr>
<tr>
<td></td>
<td>Slot B: 11.00am – 1.00pm</td>
</tr>
<tr>
<td></td>
<td>Slot C: 1.00pm – 3.00pm</td>
</tr>
<tr>
<td></td>
<td>Slot D: 3.00pm – 5.00pm</td>
</tr>
</tbody>
</table>

- Click [here](#) for the Library Space and Computing Facilities Booking Form online form. Show the online receipt to LRC Staff to claim the entry pass when you arrived at LRC.
- Clean and disinfect frequently touched objects and surfaces.
- Disinfect the computer area in IT Clusters and Library Computer Lounge before and after use. Alcohol swab and cleaning instruction are provided.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

The LRC has the right to decline entries to any LRC users who do not comply.
LRC OPERATING HOURS

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY - FRIDAY</td>
<td>8.30AM - 5.30PM</td>
</tr>
<tr>
<td>SATURDAY - SUNDAY</td>
<td>CLOSED</td>
</tr>
<tr>
<td>PUBLIC HOLIDAY</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

SEATING CAPACITY

Seating capacity at one time in the Library and IT Cluster as following:

<table>
<thead>
<tr>
<th>Area</th>
<th>Seating Capacity</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library – Ground Floor</td>
<td>27</td>
<td>27</td>
</tr>
<tr>
<td>Library – 1st Floor</td>
<td>67</td>
<td>67</td>
</tr>
<tr>
<td>Library – 2nd Floor (Exam area)</td>
<td>130</td>
<td>130</td>
</tr>
<tr>
<td>IT Cluster 1</td>
<td>27</td>
<td>27</td>
</tr>
<tr>
<td>IT Cluster 2</td>
<td>19</td>
<td>19</td>
</tr>
</tbody>
</table>

LIBRARY SERVICES

1. Enquiry @LRC Counter – very minimal in order to minimise F2F interaction
2. Book Borrowing and Book Return through Self-Loan Station only.
   Guide on [How to use self-loan station](#).
3. Book Return can also through Book Chute located outside the LRC Main Entrance.
   Guide on [How to use Book Return Chute](#).
4. Info Station - OPAC Terminals near the LRC’s entrance (please use Terminal no. 1 and 4 only).
5. Via phone (during LRC Operating Hours only) or via email:
   - Book renewal – call: 07- 555 3851 or email [numed-library@newcastle.edu.my](mailto:numed-library@newcastle.edu.my)
   - Any other inquiry or Ask a Librarian - call: 07- 555 3851 or email [numed-library@newcastle.edu.my](mailto:numed-library@newcastle.edu.my)
6. Please use our online services including ebooks, ejournal and other online resources via our [NUMed Libguides](#) or [NU Library website](#)
**IT SERVICES**

IT Helpdesk Support that is not required IT personnel physical intervention with the equipment the support will be performed remotely.

In the event that you required IT personnel physical intervention with the equipment,

- User needs to fill up the [Request IT Support Form](#)
- Wear face mask and glove
- Disinfect the equipment surface
- Always maintain 1-metre physical distancing
- Always wash hand and disinfect before and after performing any task

**SHARED IT EQUIPMENT/DEVICES**

IT Clusters, Library Computer Lounge, Info Station (OPAC Terminal), Self-Loan Station, & Pull Printing Copier and Printing Self TopUp Station, LRC users to use

- Only selected PC. Please look at label pasted on the PC (for PC cannot be used it will be turned off)
- Disinfect the computer surface before and after use. Cleaning instruction is provided on each of the computer island.
- Always maintain 1-metre physical distancing
- Always wash hand and disinfect before and after performing any task

**PHYSICAL DISTANCING**

To continue with the safe practices of physical distancing during COVID-19, LRC will continue to promote 1-metre physical distancing by:

- Placing educational posters around LRC
- Encouraging students to maintain 1-metre physical distancing when entering and leaving LRC
- Minimising movement of students around LRC in order to maintain the 1-metre physical distancing

As we look forward, every one of us will need to fully commit to protecting our collective health and well-being as much as possible and play our individual part in managing the spread of the virus.
The Library Space and Computing Facilities Booking form

Link: Library Space & Computing Facilities Booking Form

Hi Levas, when you submit this form, the owner will be able to see your name and email address.

* Required

1. Programmes/Year *

   MBBS Stage 5

2. Booking Date *

   Please input date in format of dd/MM/yyyy

3. Services Required *

   Library Study Space - Ground Floor

4. Library Spaces Booking Slots *

   (24 hours time format)

   Select your answer

Submit